

## AA 34. GRADING POLICY

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<b>Title:</b>	<b>Grading and Grade Submission Policy</b>
<b>Policy Number:</b>	AA 34 /2015
<b>Effective Date:</b>	October 7, 2015
<b>Issuing Authority:</b>	University Expanded Board of Deans

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### 1. INTRODUCTION

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Grading is a quantitative measure of a student's academic achievement. Grades may not be the best indicator of knowledge attained but it is a tool on which many decisions are made inside the University and outside. Decisions on scholarship, employment offers and salaries depend to a large extent on the student's grade point average. It is essential that grading is properly done to closely reflect the attainment of course outcomes and overall student's performance.

### 2. POLICY

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1. The course syllabus shall clearly communicate course-specific intended outcomes and corresponding assessment criteria and tools.
2. All course outcomes must be appropriately assessed.
3. Exams and student work must be carefully graded in accordance with established rubrics
4. The final course grade should be based on grades attained using a variety of assessment tools (at least three different tools) such as: exams, quizzes, homework, projects, research reports, presentations, participation, class discussion, wikis, blogs, etc.
5. At least 40% of the course grade must have been determined before the withdrawal deadline
6. The final exam shall not constitute more than 30% of the final course grade.
7. Course grade should follow the normal distribution with an average between 72 -78 for undergraduate courses to 80- 86 for graduate-level courses, standard deviation between 6 and 14.
8. The minimum final grade for undergraduate courses is 40, and 60 for graduate courses.
9. Instructors complete and submit grades directly on RHUSIS within 48 hours of the exam time. The Registrar notifies the Dean of the pertinent college, in the event grades distribution does not conform to the grading policy.
10. Assigning an incomplete grade must conform to the "Incomplete" grade policy described in the University Catalog.
11. Graded work must be returned to the students with constructive feedback, within one week of the submission date.
12. Faculty members shall include the course grade sheet in the course file.
13. Grading policy of a course for which any of the above provisions may not be applicable must be approved by the Chair and the Dean, and documented in the course file.

### 3. STAKEHOLDER IMPACT AND SCOPE

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This policy will minimize discrepancies in learning assessment and course grade variations. It also highlights rights of students to receive timely and constructive feedback on their work.

### 4. RELATED DOCUMENTS

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- Course syllabus
- Course grade reports

## **5. APPROVAL AND REVIEW**

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The stakeholders who reviewed and approved the policy are:

1. Policy proposed by: Office of the VP for Academic Affairs
2. Reviewed and forwarded by: \_\_\_\_\_
3. Colleges
4. Registrar's Office
5. Library

## **6. FINAL APPROVAL**

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**Approved by RHU Administrative Board on October 22, 2024**